

SUBCONTRACT CHECKLIST \$25k-\$100k

Subcontract No. _____

Total Estimated Cost \$ _____

In addition to this checklist, please ensure that you document your business decisions appropriately.

	Yes	No	N/A
1. Is this an unauthorized commitment? (SI 1.3)			
2. Competition required on subcontracts ≥ \$25k (SP 13.1) , unless a. Between \$25k-\$50k requestor asks for sole source b. Written, adequate sole-source justification supplied ≥ \$100k (SP 6.2) c. 8(a) ≤ \$3M, or construction ≤ \$5M (SP 19.3) d. Federal Supply Schedule (SP 8.5)			
3. Sole-Source Justification (SP 6.2) a. Between \$50k-\$100k, statement from requester addressing basis for sole source b. If ≥ \$100k, written sole source approved at one level above the procurement authority for this action (SI 1.2)			
4. OCI Procedures applicable (SP 9.3) a. Preprocurement Fact Sheet completed			
5. Documentation of NonSet-Asides (SP 19.3) a. \$50k ≤ reserved for SDB or WOSB (SP 13.1) b. \$100k ≤ reserved for SB (SP 13.1) c. Preference given to NNM for ≤ \$100k			
6. Government-Furnished Property involved? (SP 45.1)			
7. No _____ small or _____ small disadvantaged business organizations were solicited for this subcontract for the following reasons: _____ sole source justified by requester; _____ better prices known to be available from large business manufacturers; _____ to my knowledge, the item is not available from a SB/SDB; _____ previous recent solicitations of SB/SDB on this item have consistently resulted in offers that were not competitive; _____ replacement or repair parts; or _____ other _____.			
8. If cumulative value of GFP in the subcontractor's possession reaches or exceeds \$500k, obtain a written description of the Government Property Management System (SP 45.2)			
9. Identify proper contract type -- for other than firm-fixed price, justify type (SP 16.1)			
10. Lease-to-Ownership (Capital Leases) all require BUS-5-4Team Leader, and UC Treasurer's Office approval, and DOE approval of lease vs. purchase decision, and LTO's less than \$100k require other approvals (SI 7.3)			
11. If work-on-site required, a. 765S incorporated b. <i>Subcontractor Certification</i> , Form 1666, signed by subcontractor and in file c. <i>Contractor Code of Conduct</i> signed by subcontractor and in file d. If required, subcontractor notified of site specific training e. If applicable, subcontractor notified of any hazards			
12. Service Contract Act for covered subcontracts ≥ \$2.5k (SP 22.2)			
13. Davis Bacon Act for covered subcontracts ≥ \$2k (SP 36.1)			
14. If FOCI applicable must be reviewed and approved by DOE (SI 4.5)			
15. Waiver of Buy American Act applicable (for other than commercial items). Team Leader approval ≤ \$100k			
16. Obtaining cost or pricing data for ≤ \$100k requires Procurement Manager approval (SP 15.5)			
17. Work description clearly describes effort and deliverables?			
18. Quotations solicited orally? (SP 13.1)			
19. Documentation of reasonableness of price for subcontracts ≤ \$500k (SI 15.6) Form 1301			
20. Applicable SPCs incorporated?			
21. Appropriate Terms and Conditions (765 or 765C) incorporated by reference?			
22. Team Leader review if ≥ buyer's signature authority (SI 1.2)			
23. Approval from Legal Counsel for exception/deviation from standard T&Cs (SP 52.1)			
24. Team Leader approval for terminations/cancellations ≥ \$25k (SI 1.2)			

Notes/Comments